



## Wasatch County

Planning Department  
55 S 500 East Heber City, UT 84032  
(435) 657-3205  
planning@wasatch.utah.gov

Application #:	
Zone:	
Tax ID Number:	
Date Received:	
Received By:	
Reviewed By:	
Date Completed:	

### Application for Subdivision – Final – Large Scale Development

Application Fee: \$50 per lot /unit / ERU + Costs (Cost may include Out-of-Pocket account, legal noticing or mailings)

*Note: Applicant must check off each item and provide the attached checklist with the application or it will not be processed.*

#### Owner(s) of Record

Full Name:		Date:	
Last	First	M.I.	
Address:			
Street Address		Apartment/Unit #	
City		State	ZIP Code
Phone:	E-mail Address:		

#### Applicant or Authorized Representative (if other than above owner) to Whom All Correspondence Is To Be Sent

Full Name:			
Last	First	M.I.	
Address:			
Street Address		Apartment/Unit #	
City		State	ZIP Code
Phone:	E-mail Address:		

#### Project Information

Project Name:			
Project Location:			
Street Address		Subdivision/City	
Parcel Number(s)	Section(s)	Township(s)	Range(s)
Project Description: (Including number of lots or units, acreage and/or building square footage)			
Prior Approvals: (list any prior county approval/permits issued for the subject property)			

***The below checklist must be included with your application with all items checked off as complete or your application will not be processed.***

## **Large Scale Development Application Checklist - Final**

Large Scale Development is a development consisting of more than five (5) lots, units or Equivalent Residential Units, which must be processed by staff and brought before the Planning Commission for its approval.

### **Final Application Requirements:**

The Final Plans must show evidence how the Final Plans conform to the Preliminary Plans and any conditions for Preliminary Approval and such plans must also include the following:

- ☐ Out-of-Pocket Account is to be maintained during the final approval stage as it was during the Preliminary stage of the project.
- ☐ Submit a complete application for Final Large Scale Development and pay the application fee.
- ☐ Two (2) copies of D-size sheets (24"x36").
- ☐ One (1) copy of 11"x17".
- ☐ **Provide a CD containing 'pdf' files of entire application / all documents;**
- ☐ One (1) copy electronic file: DWG, DXF File format in either State Plane Central Zone NAD 27 or 83 or UTM NAD 27 or 83 (in feet or meters) coordinate system. The electronic file must also include the following:
  - ☐ All pages of the plat;
  - ☐ Site plan;
  - ☐ Landscape plan;
  - ☐ Elevation contours (two (2) feet);
  - ☐ Engineering drawings;
- ☐ Development name and address;
- ☐ North point, scale (not smaller than 1" = 100'), date;
- ☐ Development phase number, if a phased project;
- ☐ Names, addresses, and telephone numbers of developer, engineer (Including license number), and current owners;
- ☐ Nearest section corner tie, township(s), and range(s);
- ☐ Lot lines, dimensions and area; adjacent lots and phases;
- ☐ Existing and proposed easements, walkways, trails, proposed dedications of public use areas; existing and proposed curb, gutter and sidewalk (public and private);
- ☐ Existing waterways (including irrigation and piping);
- ☐ Topography (contours at two (2) foot intervals) and site drainage plan which illustrate existing and proposed conditions;
- ☐ Final drainage plan (3 copies), illustrating methods of controlling runoff, directing water flow, and detention / retention areas;
- ☐ Limits of disturbance plan, as required by the County Development Code (see Section 16.28.07);
- ☐ Existing vegetation to remain on development and natural features of the land;
- ☐ Sensitive lands including, but not limited to slopes over thirty (30) percent, flood hazard boundary, wetlands, high water table areas and geologic hazards;
- ☐ Geotechnical Analysis (3 copies), as required by this Title;
- ☐ UDOT approval for access to state roads; approval of Army Corps of Engineers in wetlands or high water table areas; approvals of power, gas, telephone and cable companies where easements are proposed and service is required;
- ☐ Final grading plans illustrating cut and fill limits and limits of disturbance;
- ☐ Temporary construction erosion control plan;
- ☐ Identify where excavation material will be stored or disposed of.
- ☐ Existing and proposed utilities including, fire hydrants, water and sewer lines.

- ☐ Location and elevation drawings of existing and proposed buildings, signs, dumpster and utility enclosures, fences and other structures including materials and colors;
  - ☐ Landscaping plan with irrigation system and plant species and sizes;
  - ☐ Fencing Plan
  - ☐ Parking, access, and loading plan;
  - ☐ Lighting plan;
  - ☐ Signage plans shall comply with Wasatch County Sign Regulations (The applicant shall utilize appropriate traffic signs, markers, and procedures in all construction activities as defined in the Federal Manual of Uniform Traffic Control Devices;
  - ☐ Architectural plans (floor plans, elevation, with materials);
  - ☐ Tabulation of ERUs, as defined by the Plan, number of housing units by type and square footage, with the number of bedrooms, parking stalls provided, building square footage, building footprint square footage, open space acreage and percentage, landscape acreage and percentage, hard surface acreage and percentage;
  - ☐ Special Service District approval letter;
    - Please note that review by the applicable Special Service District will require the setup of an out of pocket account with the SSD separate from any required by the planning department.
  - ☐ Mitigating measures (to conform with Wasatch County Development Code and design standards as found in this document), and any other information as required by the County as a condition of approval ; and
  - ☐ Any additional information required by the Planning Staff or Planning Commission. \_\_\_\_\_
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#### **Final Documentation:**

The following official documents prepared in a manner that will fully present information required as part of this Title on forms:

- ☐ Articles of Incorporation and Bylaws of the Association;
- ☐ Declaration of covenants, conditions, restrictions, and management policies;
- ☐ Maintenance agreement between the developers, Property Owners Association, SSD, and/or the county, providing for the establishment of an impound account as a means of assuring proper maintenance of the development;
- ☐ Development agreement on a form provided by the County.
- ☐ Open space agreement acceptable to the County;
- ☐ Affordable housing agreement approved by County;
- ☐ Itemized estimates of the cost of constructing all required improvements to be constructed in the development. The developer shall also submit a report to the Planning Commission pertaining to the source or sources of the construction funds;
- ☐ A statement from the State Health Department, through the County Health Department, granting engineering approval of the development pertaining to water and sewer facilities if not publicly owned;
- ☐ Vicinity Map on the Plat;
- ☐ Fiscal analysis on a form provided by the County.

#### **Final Plat Requirements;**

A final plat shall be prepared for all developments. Each plat shall consist of a sheet of approved Mylar having outside or rim line dimensions of twenty-four (24) inches by thirty six (36) inches. The border line of the plat shall be drawn in heavy lines, leaving a margin of at least one and one-half (1-1/2) inches on the left hand side of the sheet for binding, and at least one-half (1/2) on the other three sides of the sheet. The plat shall be so drawn that the top of the sheet is either the North or East, whichever accommodates the drawings best. All lines, dimensions, and markings shall be made on the Mylar with approved waterproof black "India Drawing Ink", or equivalent. Font size shall be no less than ten (10) points. The actual map shall be drawn to a scale within the range of one-inch equals ten feet (1"=10') or one-inch equals

one hundred feet (1" = 100'), unless approved otherwise by the Planning Department. Details and the workmanship on finished drawings shall be neat, clean cut, and readable. A poorly drawn or illegible plat is sufficient cause for rejection.

- ❑ The final drawings or plats shall contain the following information:
  - ❑ Subdivision name and the general location of the development;
  - ❑ A north point and scale on the drawing and the date;
  - ❑ Accurately drawn boundaries, showing the proper bearings and division, properly tied in state plane coordinates and tied to no less than two (2) section monuments. These lines should be heavier than street and lot lines to clearly define said development boundaries;
  - ❑ The names, widths, lengths, bearings and curve data on center lines of all proposed public streets, alleys or easements; also the boundaries, bearings and dimensions of all portions within the development, as intended to be dedicated to the use of the public; the lines, dimensions, bearings, and numbers of all lots, and other parcels reserved for any reason within the development. All lots and parcels are to be numbered consecutively under a definite system. All proposed streets shall be named or numbered in accordance with the street naming and numbering system of the County;
  - ❑ The location of existing water courses;
  - ❑ The location of all required monuments;
  - ❑ The description and locations of all monuments set and established by the County or the United States Government that are adjacent or near to the proposed development;
  - ❑ Address block with addresses as assigned by Wasatch County
  - ❑ A notice of potentially harmful conditions where such conditions exist;
  - ❑ A ten (10) foot public utility easement (PUE) on all sides of the lot.
  - ❑ A form Of Certification for the following:
    - ❑ Owner's dedications;
    - ❑ Surveyors certificate of accuracy of survey;
    - ❑ County Surveyor
    - ❑ County Planning Commission;
    - ❑ Special Service District;☐
    - ❑ County Executive's and Attested by County Clerk
    - ❑ County Fire Chief;
    - ❑ County Attorney's as to form;
    - ❑ County Health Department;
    - ❑ County Weed Board;
    - ❑ County Public Works;
    - ❑ County Recreation District (where applicable);
    - ❑ County Planning Office;
    - ❑ County Sheriff's Office;
    - ❑ County Water Resource Department;
    - ❑ County Engineering Department;
    - ❑ County Recorder's Office;
    - ❑ Notary Public's Acknowledgment.

**The following documents are required with final plat submittal for surveyor review:**

- ❑ Copy of the proposed subdivision
- ❑ Copy of the filed Record of Survey
  - ❑ If the record of survey has not been filed, ***the process stops until such time as the survey is accepted and filed.***
  - ❑ If this is a subsequent phase, then the proposed plat shall show the recorded file number of the record of survey and/or paper copy of the survey.
- ❑ Copy of the coordinate sheet showing the courses and distances of the proposed subdivision boundary and the error of closure.
- ❑ Copy of the coordinate sheet showing the lot closure, area of the lot in square feet and acres, and the error of closure. This is required for each and every lot in the plat. Also, open space and roadways are to be treated as individual lots.

**Please Read And Sign Before Application Submittal**

I declare under penalty of perjury that I am the owner or authorized agent of the property subject to this request and the foregoing statements, answers and attached documents are true and correct. I also certify that I have fully completed the application and provided all of the above listed items other than those specifically deemed not necessary by the Planning Department. As the applicant for this proposal, I understand that applications will be reviewed for completeness by planning department staff. If complete, the application will be vested under laws and ordinances in place at the time the application was submitted. Incomplete applications will be returned to the applicant. I further understand I will be notified when my application has been deemed complete. At that time, I expect that my application will be processed within a reasonable time, considering the work load of the Planning Department.

Signature of  
Owner/ Agent: \_\_\_\_\_ Date: \_\_\_\_\_

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**IMPORTANT:**

**Your application cannot be processed until determined complete by the Planning Staff. An application shall be considered complete when all applicable fees (such as: Special Service District, fire, out-of-pocket expenses, etc.) are paid and all items listed on the application and included checklist are provided or considered not applicable by the Planning Office. All application fees are non-refundable.**